




		<b>Environmental, Health and Safety Management System</b>		<b>EHS POLICIES</b>	
EHSMS Section:	n/a	Doc. No./Rev.:	SCI-EHSP-006/03		
Subject:	Energy Management Policy	Effectivity Date:	February 05, 2022		
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**REVISION LOG**

Revision Level	Effectivity Date	Description of Change	Change Initiator	Approval
00	September 01, 2015	Initial Release		Edna Esguerra Vickie Rose Orpilla
01	February 22, 2016	Transfer of template from QMS to EHS Change Operation Division to Operations Manager, Manufacturing 1, 2, 3 Division		Vickie Rose Orpilla Jane Chu Mirroon Lin David Chang
02	February 22, 2016	Added Objectives and Responsibility	Armond Garcia	Vickie Rose Orpilla Jane Chu Mirroon Lin David Chang

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03	December 15, 2021	Scope Removing Metro Wear Inc.-2, Mactan Apparels Inc.–2, Globalwear Manufacturing Incorporated – 2  Adding Vertex One Apparels, Phils., Inc., Vertex One Apparels, Phils., Inc.,-Warehouse and Feeder Apparel Corp.-FIT printing and Mactan Apparels, Inc.-Printing	Armond Garcia	Kelly Chien  Cando Yeh
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### **I. Coverage**

This Policy covers to all employees of Sportscity International – Philippines Cebu factories namely Metro Wear Inc., Feeder Apparel Corporation, Feeder Apparel Corporation–CPRD, Metro Wear Inc.–Finished Goods, Mactan Apparels Inc., Globalwear Manufacturing Incorporated–Central Warehouse, Globalwear Manufacturing Incorporated, Vertex One Apparels, Phils., Inc., Vertex One Apparels, Phils., Inc.,-Warehouse and Feeder Apparel Corp.-FIT printing and Mactan Apparels, Inc.-Printing.

### **II. Statement**

Sportscity International Cebu Factories Endeavour to reduce energy consumption and eliminate waste without affecting the productivity and working condition in the facility. It is the mission of Sportscity International to use energy efficiently as possible. Sportscity fully support the right of all the staffs and operators to work their task in the facility with comfortably ventilated, illuminated and well serviced within the limits imposed by the legislations.

Sportscity International Cebu factories recognize that it has a responsibility to help protect and preserve the environment. We have developed this policy as a constant reminder for our responsibilities to act in order to achieve the goals and objectives that will ensure management commitment and reduce the environmental impact by reducing the amount of pollution particularly Carbon Dioxide emission by means of reducing our energy consumption.

### **III. Guidelines and Policy Provisions**

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## **1. Management Responsibility**

Sportscity international Management will demonstrate its commitment and support to the Policy and to continually improve its effectiveness by:

### **1.1 Roles, Responsibility and Authority**

All departments in Sportscity International Cebu Factories are responsible for controlling the consumption of energy within their departments as far as they are able within the physical constraints of buildings and existing systems. It will be the day-to-day responsibility of the Building Maintenance Section to ensure that all equipment affecting the consumption of energy is adequately maintained and is run as efficiently as possible.

## **2. Energy Planning**

Sportscity international Cebu factories will conduct and document energy planning that includes the following: Legal and other requirements to which the organization subscribes energy review, energy baseline, energy performance indicators, objectives, targets, and action plans. Energy planning will lead to activities to improve energy performance.

Energy planning involves a review of the SCI's activities which can affect energy use and consumption, or relate to them in a wider sense. Having brought this data and information together, a range of tools and techniques are available to develop the energy planning outputs.

### **2.1 Legal and other requirements**

Sportscity International-Cebu will identify and have access to the applicable legal and other requirements to which the organization subscribes related to its energy uses.

Sportscity International-Cebu will determine how these requirements apply to its energy uses and will ensure that these legal and other requirements to which the company subscribes are taken into account in establishing, implementing and maintaining the energy management system.

### **2.2 Energy Review**

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SCI- will develop, record, and maintain an energy review. The methodology and criteria used to develop the energy review will be documented. To develop the energy review, the SCI will gather data's from past, present energy use and future estimate consumption. Base on the data's gathered, SCI will identify the areas, equipment and processes which significantly affect the energy use. After identifying the significant, SCI will prioritize and seek opportunities for improving energy performance.

The energy review will be updated at defined intervals and will response to major changes in facilities, equipment, systems, or processes.

### **2.3 Energy baseline**

SCI will establish the energy baseline using the information in the initial energy review considering a data period suitable to the organization's energy use. Changes in energy performance will be measured against the baseline. Adjustment to the baseline will be made when Energy Performance indicators (EnPI's) no longer reflect SCI energy use; there have been major changes to the process, operational patterns, or energy systems; or according to a predetermined method.

### **2.4 Energy performance indicators**

SCI will identify EnPI's appropriate for monitoring and measuring energy performance. The methodology for determining and updating the EnPI's shall be recorded and regularly reviewed.

EnPI's will be reviewed and compared to the energy baseline on a regular basis.

### **2.5 Objectives, targets and action plans**

SCI will establish, implement and maintain documented energy objectives and targets at the relevant functions, levels, processes or facilities within the organization. The energy objectives and targets will be specific measurable. Time frames will be established for achievement of the objectives and targets.

## **3. Implementation and operation**

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SCI will use the energy management action plans resulting from the planning process for implementation and operations.

### **3.1 Competence, training and awareness**

SCI will ensure any persons working for, or on its behalf related to significant energy uses are competent on the basis of appropriate education, training skills or experience. SCI will identify training needs associated with the control of its significant energy uses and the operation of its energy management system. It will provide training or take other actions to meet these needs. Associated records will be maintained.

### **3.2 Documentation**

#### **3.2.1 Documentation requirements**

SCI will establish, implement and maintain information, in paper or electronic form, to describe the core elements of the EnMS and their interaction.

#### **3.2.2 Control of documents**

Documents required by this standard and the EnMS will be controlled. This includes technical documentation where appropriate.

#### **3.2.3 Operational Control**

SCI will identify and plan those operations which are associated with its significant energy uses and that are consistent with its energy policy, objectives, targets, and actions plan in order to ensure that they are resourced and carried out.

#### **3.2.4 Communication**

SCI will communicate internally with regard to intensity performance and EnMS as appropriate to the size of the organization

SCI will ensure commitment, awareness and understanding of personnel, as appropriate to their level and role. This will include a process by which any person

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working in or on behalf of the organization can make comments or suggest improvements to the EnMS.

SCI will decide whether to communicate externally about its energy management system and energy performance, and shall record its decision. If the decision is to communicate externally, the organization will establish and implement a plan for this external communication.

### **3.2.5 Design**

SCI will consider energy performance improvement opportunities in the design of new, modified and renovated facilities, equipment, systems and processes that can have a significant impact on energy performance.

The results of the energy performance evaluation will be incorporated into the specification, design and procurement activities of the relevant project.

The results of the design activity will be recorded.

### **3.2.6 Procurement of energy services, products, equipment and energy**

#### **3.2.6.1 Procurement of energy services, products and equipment**

When procuring energy services, products, and equipment that have or may have an impact on significant energy use, SCI will inform suppliers that procurement is partly evaluated on the basis of energy performance.

SCI will define the criteria for assessing energy use over planned or expected operating lifetime of energy using products, equipment and services which are expected to have a significant effect on the organization's energy performance.

#### **3.2.6.2 Procurement of energy supply**

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SCI will define energy purchasing specifications as applicable for effective energy performance.

#### **4. Checking performance**

##### **4.1 Monitoring, Measurement and analysis**

SCI will ensure that the key characteristics of its operations that determine energy performance are monitored, measured and analyzed at planned intervals. Key characteristics will include at a minimum:

The results from monitoring and measurement of the key characteristics shall be recorded.

SCI will define and periodically review its measurement needs. SCI will ensure that the equipment used in monitoring and measuring of key characteristics provides data which is accurate and repeatable. Records of calibration will be maintained.

SCI will investigate and respond to significant deviations in energy performance.

Results of these activities will be maintained.

##### **4.2 Evaluation of legal/other compliance**

At planned intervals, SCI evaluate compliance with legal and other requirements to which it subscribes that are relevant to its energy uses.

Records of the results of the evaluations of compliance will be maintained.

##### **4.3 Internal Audit of the EnMS**

SCI will conduct internal audits at planned intervals to ensure that the EnMS;

- Conforms to planned arrangements for energy management including the requirements of this International standard.
- Is effectively implemented and maintained.

Records of the audit results will be maintained and reported to top management.

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#### **4.4 Nonconformities, correction, corrective, and preventive action**

SCI-Philippines will establish, implement and maintain a procedure(s) for dealing with actual and potential non-conformity (ies) and for making correction, and for taking corrective action and preventive action.

Corrective actions and preventive actions shall be appropriate to the magnitude of the actual or potential problems and the energy consequences encountered.

SCI-Philippines will ensure that any necessary changes are made to the energy management system documentation.

#### **4.5 Control of records**

SCI-Philippines will establish and maintain records as necessary to demonstrate conformity to the requirements of its energy management system and of this international standard and the energy performance results achieved.

SCI-Philippines will define and implement controls for the identification, retrieval and retention of records.

Records will be and remained legible, identifiable and traceable to the relevant activity, product or service.

### **5. Management Review**

At planned intervals top management will review the organization's energy management system to ensure its continuing suitability, adequacy and effectiveness.

### **IV. Administration**

This policy shall be implemented in close coordination with **Operations Manager, Manufacturing 1, 2, 3 Division**, Sustainability, Finance, Merchandising Division and Quality Assurance division.